



Frome Valley Attendance Policy 2015-2016

What is an attendance policy? Under the *Education Regulations 1995* the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present. The register must also indicate why a pupil is absent. Our new policy aims to raise awareness of the importance of good attendance and ensure the school's legal responsibility is met.

The Law and Attendance

Amendments to the 2006 Regulations remove reference to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

What is considered good attendance?

Regular and punctual attendance is essential for effective learning, promoting positive relationships and developing good attitudes to education. Good attendance is considered above 95%, or approximately no more than one day of absence each half term.

What is an authorised absence?

An absence is classified as authorised when a child has been away from school for a legitimate reason. Only the school can make an absence authorised. An absence is classified as unauthorised when the school believes a child is away from school without good reason. For example, if a parent takes a child out of school to go shopping during school hours. **School will not authorise an absence when no prior notice has been given to school**, unless in very exceptional circumstances).

Good attendance is essential for your child to achieve academically, emotionally and socially at school.

85% attendance results in **half a term absence over a year.**

Attendance Percentages

75% attendance results in **one year absence in 4 years.**

Good attendance is above 95% (average attendance nationally is 94.9%).

90% attendance result in **one day absence every two weeks or 4 weeks over a school year.**

Staff and parents need to work together to ensure good attendance.

Parents will:

- Ensure that their child arrives at school on time;
- Ensure any child arriving after the start of school accesses school via the main entrance;
- Contact the school on the first day of any absence **before 9.30 am**, (reasons will only be accepted from parents / carers of child concerned);
- Contact the school **in advance** if their child will be absent for any reason (e.g. medical appointment);
- Make any other requests for a leave of absence form available from the school office;
- Recognise and understand that the school is judged on attendance levels and that we are required to be rigorous in approach to ensure that children are in school in term time.

School will:

- Take registration each morning and afternoon (*two sessions per day*);
- Consistently record reasons for absence and indicate if absence is authorised or not;
- Record an attendance as 'late' after 9.00am; (arrival after 9.30am is deemed 'late after registers closes' and is classified as an absence for the morning session)
- Contact parents / carers on the first day of any absence if no reason is given by 9.30 am;
- Contact parent / carer if attendance becomes a concern (below 90%) and invite parent / carer to school to discuss ways that attendance can be supported and improved;
- Ensure that parents are aware if their child's attendance has the potential to become a concern by informing them if it falls below 92%.
- Follow Government guidelines, and only authorise applications for leave of absence in term time in exceptional circumstances.
- Report children missing in education to the LA.
- Work with the LA for children with persistent absences (90% or below).

Aims of the Policy

This policy will aim to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising awareness of the importance of good attendance.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

How are attendance figures worked out?

A register is taken in school at 8.55am each morning and 1.05pm each afternoon. A child will receive a 'mark' for each session; these marks are totalled by school and given as a percentage (e.g. if a child attends school all week they will receive 100%; if a child is absent for one day, the child would have an attendance of 80% for that week.

Attendance figures are therefore calculated solely at two attendance points each the day. Therefore, for example, if a child arrives in school in the morning and then leaves school for an appointment at 11.00am and then arrives back in school prior to the start of the afternoon session, the register will show that the child was in attendance for both school sessions.

How is lateness recorded?

If a child arrives 'late' before 9.30am the child will receive a 'late' mark but will be considered as 'attending' the morning session. If a child arrives in school after 9.30am the child is considered to have been 'absent' for the session.

Attendance Top Tips

- If your child is unwell at the beginning of the day but feels better later on, bring them into school.
- Ensure your child knows the importance of good attendance.
- If you have any concerns about your child's attendance or attitude to school, please talk to your class teacher.